

CALIFORNIA DEPARTMENT OF CHILD SUPPORT SERVICES

P.O. Box 419064, Rancho Cordova, CA 95741-9064



July 5, 2005

TC LETTER: 05-09

CHILD SUPPORT TRAINING COORDINATORS

SUBJECT: CCSAS VERSION 1 (V1) IMPLEMENTATION ONE (I1) TRAINING FOR TRAINERS (T4T) LOGISTICS

As you know, development efforts for CCSAS V1 training are nearing completion. In the last TC Letter (05-08) dated June 21, 2005, information was provided on the plan for two deliveries of T4T, Implementation One (I1) and Implementation Two (I2). The information contained in this TC letter is to prepare for I1 scheduled to be delivered in July/August 2005.

This letter is designed as a helpful source of information to prepare for your participation in the CCSAS V1 I1 T4T. You will find information contained in this letter about registration, training preparation, training locations, and travel reimbursement. We hope that this information simplifies your preparation for an exciting training experience.

Registration

CCSAS Trainers are preparing for the delivery of CCSAS V1 I1 T4T. Hopefully you have already registered participants online through the CSDA website. If you have not registered yet, please access the CSDA website and complete your registration at:

<http://www.csdaca.org/Public/train.html>

The Business Partner (BP) is contractually obligated to provide a maximum of 192 training slots. We have assigned each Local Child Support Agency (LCSA) the number of participant seats to attend the CCSAS V1 I1 T4T. Please review the attached list of LCSA assigned dates and locations for your T4T. Confirm your seat allotments and the assigned location(s) as changes may have occurred since TC Letter 05-08 was distributed. Please let us know immediately if you are not able to fill all your allotted seats as there are many LCSAs on a waiting list for additional slots. In addition, if you must cancel your participation, even days before the session, please contact us so that your seat can be reassigned.

Training Preparation

As we move closer to our training delivery dates, we are hoping to better prepare you for a successful training experience. Advance review of the following items will improve your retention and understanding of the detailed materials to be delivered in the T4T sessions.

- *Microsoft Word versions of training Modules 1 and 2:* This will be sent under separate cover to give you an opportunity to review the information prior to attending your T4T session.
- *CCSAS Overview Video:* View the CCSAS Overview video, which was initially previewed by Training Coordinators at the CCSAS V1 Training Kickoff meeting on May 12, 2005, as well as provided to all LCSA directors at CSDA General Membership on May 19, 2005.
- *E-Learning Overview:* Familiarize yourself with the concept of E-Learning and how training is delivered using this method. This will better prepare you to take the information from CCSAS V1 T4T and deliver E-Learning to your local agencies. There are many resources available for E-Learning facilitators. You are encouraged to begin by reading information for E-Learning facilitators at www.learningcircuits.org.

The preliminary training strategy shared at the May kickoff meeting is currently being revised to reflect the I1 and I2 modules. This revised document will be sent to you electronically under separate cover.

Locations

Training will be held for two consecutive days. Registration begins at 8:00 AM and training begins promptly at 8:30 AM while ending at 5:00 PM daily. Because this comprehensive training covers a lot of material, please make arrangements to attend the training for the entire two days. You will be provided with two breaks and a full hour lunch for each day of training.

Depending upon where you are traveling from, you may need to make reservations for a hotel and familiarize yourself with nearby restaurants. We have provided an attached page with hyperlinks to hotel and restaurant information on the internet. Many hotels accept the government rate if you request it at the time the reservation is made.

For those who are attending training at the Sacramento facility there is an additional web page that includes directions to the facility, a map, and a link to a list of hotels.

Participants can go to http://www.kidzsupport.com/GI_Office.htm and enter the username "guest" and the password "kidz" to access the page.

Travel Reimbursement

DCSS will reimburse LCSAs for travel and per diem costs associated with participation in the T4T sessions. Instructions to LCSAs for travel reimbursement were outlined in an email to the IV-D directors on May 6, 2005. LCSAs should use T6 (SWS Training Travel) for all LCSA trainers traveling to one of the regional training sites to receive a minimum of two days of intensive application training.

In order to receive the reimbursement you need to send an email to Marta Rivas-Glaze, Marta.Rivas-Glaze@dcss.ca.gov, and provide her with the following information:

Code for Travel: *T6 (SWS Training Travel)*

Description of Travel: *Example: "Two Staff traveled to Sacramento for SWS Training"*

Estimate of Costs: *Total travel costs including per diem*

Fiscal Year:

After receipt of this information, the County Allocations and Claims Policy Unit – EDP Approvals team will set up account codes for travel expenses. These codes will appear on the Administrative Expense Claim in the EDP Section. LCSAs need to enter their travel costs in the appropriate account code in order to claim full reimbursement.

We look forward to your participation in CCSAS V1 T4T. Should you have any questions, please contact Joyce Dowell, Manager of the Planning, Analysis & Program Administration Unit, Statewide Training Section, at (916) 464-2789 or by email at joyce.dowell@dcss.ca.gov.

Sincerely,

o/s/ DEBRA SANCHEZ

DEBRA SANCHEZ
Branch Chief
Policy Branch

Attachment

cc IV-D Directors
Training Advisory Committee
Bill Otterbeck, CCSAS Change Management

Local resources for the training sites

COUNTY/LCSA	Allotted Space	Assigned DATE(s) & LOCATION(s)
Alameda	4	7/25-7/26 Santa Clara (4)
Amador/Alpine/ Calaveras	2	7/25-7/26 Sacramento
Butte	4	7/11-7/12 Redding
Colusa	1	7/11-7/12 Redding
Contra Costa	5	7/18-7/19 Sacramento
Del Norte	2	7/11-7/12 Redding
El Dorado	3	7/25-7/26 Sacramento
Fresno	5	8/1-8/2 Fresno
Glenn	1	7/11-7/12 Redding
Humboldt	3	7/11-7/12 Redding
Imperial	2	8/3-8/4 Riverside
Inyo/Mono	1	7/25-7/26 Sacramento
Kern	3	7/11-7/12 Redding (2); 7/18-7/19 Sacramento (1)
Kings	3	8/1-8/2 Fresno
Lake	2	7/11-7/12 Redding
Lassen	1	7/11-7/12 Redding
Los Angeles	23	7/13-7/14 Los Angeles (20); 7/20-7/21 Orange (3)
Madera	2	8/1-8/2 Fresno
Marin	1	7/18-7/19 Sacramento
Mariposa	1	8/1-8/2 Fresno
Mendocino	1	7/11-7/12 Redding
Merced	3	8/1-8/2 Fresno
Monterey	4	7/27-7/28 Santa Clara
Napa	2	7/18-7/19 Sacramento
Orange	16	7/13-7/14 Los Angeles (2); 7/20-7/21 Orange (14)
Placer	3	7/25-7/26 Sacramento
Plumas	2	7/11-7/12 Redding
Riverside	8	8/3-8/4 Riverside (8)
Sacramento	7	7/18-7/19 Sacramento; 7/25-7/26 Sacramento
San Bernardino	6	8/3-8/4 Riverside
San Diego	9	7/13-7/14 Los Angeles (2); 7/20-7/21 Orange (7)
San Francisco	3	7/18-7/19 Sacramento
San Joaquin	4	7/25-7/26 Sacramento
San Luis Obispo	2	7/18-7/19 Sacramento
San Mateo	3	7/27-7/28 Santa Clara
Santa Barbara	3	8/1-8/2 Fresno
Santa Clara	6	7/27-7/28 Santa Clara
Santa Cruz/San Benito	3	7/27-7/28 Santa Clara
Sierra/Nevada	2	7/25-7/26 Sacramento
Shasta	3	7/11-7/12 Redding
Siskiyou/Modoc	2	7/11-7/12 Redding
Solano	2	7/18-7/19 Sacramento
Sonoma	4	7/18-7/19 Sacramento
Stanislaus	4	8/1-8/2 Fresno
Sutter	2	7/18-7/19 Sacramento
Tehama	1	7/11-7/12 Redding
Trinity	1	7/11-7/12 Redding
Tulare	5	8/1-8/2 Fresno
Tuolumne	1	8/1-8/2 Fresno
Yolo	3	7/25-7/26 Sacramento
Yuba	3	7/11-7/12 Redding
Ventura	5	8/3-8/4 Riverside

Local resources for the training sites

Click on the hyperlinks below:

[Redding, California Hotels](#)
[Redding, California Restaurants](#)

[Commerce, California Hotels](#)
[Commerce, California Restaurants](#)

[Sacramento, California Hotels](#)
[Sacramento, California Restaurants](#)

[Santa Ana, California Hotels](#)
[Santa Ana, California Restaurants](#)

[San Jose, California Hotels](#)
[San Jose, California Restaurants](#)

[Fresno, California Hotels](#)
[Fresno, California Restaurants](#)

[Riverside, California Hotels](#)
[Riverside, California Restaurants](#)